PROPOSED REVISION OF PART TWO OF THE REGENTS' RULES AND REGULATIONS

All of the changes necessary in Part Two are merely editorial changes such as changes in title and correction of typographical errors.
PROPOSED REVISION OF PART ONE OF THE REGENTS’ RULES AND REGULATIONS

I. Title Changes: The following will be made as editorial changes throughout Part One.

A. Wherever the word President is used, the word Chancellor will be substituted.

B. Wherever the title Vice-President and Provost is used, the title President of the Main University will be substituted.

C. The present and proposed titles for the three system Vice-Presidents are as follows: Vice-President for Administrative Services -- Vice-Chancellor (Administrative Services), Vice-President for Developmental Services -- Vice-Chancellor (Developmental Services), Vice-President for Fiscal Affairs -- Vice-Chancellor (Fiscal Affairs).

II. Attached are substitute pages on which proposed changes appear. The Section or Sections containing the changes are checked so that they may be compared with the corresponding pages as they now exist.
6.191 It shall consider and make recommendations relating to the construction and use of buildings and other matters involving the physical expansion of the University system.

6.192 It shall review, and make recommendations as to, all proposals for new construction in an amount exceeding $5,000.00, all proposals for repairs and remodeling of the physical plant which involve proposed expenditures of $20,000.00 or more, and proposals for extensive improvements of the grounds of the University.

6.1(10) Duties of the Land and Investment Committee.--The Land and Investment Committee shall consider and make recommendations on all matters relating to (a) the investment of the Permanent University Fund and all trust and special funds, (b) management of the state lands constituting the permanent endowment of the University, (c) the acquisition, management, and sale of trust property and special funds, and (d) the issuance of bonds.

6.1(11) Board for Lease of University Lands.--Two members of the Board of Regents shall serve on the Board for Lease of University Lands. They shall be selected by the Board of Regents in conformity with the Act creating the Board for Lease of University Lands.

6.2 Special Committees.--The Chairman of the Board shall appoint such special committees of the Board as the Board shall direct.

Sec. 7. Rules of Procedure.

7.1 Rules of Order.--Robert's Rules of Order, when not in conflict with any of the provisions of this chapter, shall be the rules of parliamentary procedure when the Board is in session.

7.2 Order of Business.--Customarily the order of business when the Board shall meet in regular session shall be as follows:

7.21 Correction and approval of Minutes of preceding meeting.

7.22 Report of the Committee of the Whole.

7.23 Reports of standing committees.

7.24 Reports of special committees.

7.25 Special items:

(a) Chancellor

(1) Central Administration
(2) Main University
(3) Texas Western College
(4) Medical Branch
(5) Dental Branch
(6) M. D. Anderson Hospital and Tumor Institute
(7) Southwestern Medical School
(8) Postgraduate School of Medicine

(b) Members of the Board of Regents
generally sufficient information to show the reasons for and fairness of each transaction. The Chancellor's recommendations shall state whether or not they are fully concurred in by any institutional head involved, and if not, the views and recommendations of the institutional head shall be included. Any opposing views to the Chancellor's recommendations shall be fairly stated to the Board committee considering the matter or to the Committee of the Whole either in writing or orally as the Chancellor may direct prior to official Board action on the matter. Any matter not sent to the members of the Board of Regents, documented as herein provided, at least five days in advance of the meeting at which it is to be considered shall go over to the next meeting for consideration; provided, however, that if sufficient emergency exists requiring immediate action, and it appears that the delay was unavoidable, this requirement may be waived by a two-thirds vote of the Board upon recommendation of the appropriate committee.

7.7 Report to Press on Actions of Board.--Matters of public interest will be given, as promptly as possible after each meeting, to the Press by the Director of News and Information Service under the direction of the Chairman of the Board or the Chancellor, with the knowledge of the institutional head.

7.8 Political and Otherwise Obviously Controversial Matters.--The Board of Regents reserves to itself the responsibility for passing upon matters of a political or otherwise obviously controversial nature which represent an official position of the University or any institution or department thereof. Statements on such matters as the Board may deem advisable to make shall be made through the Chairman of the Board or the Chancellor. No Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously highly controversial nature which might reasonably be construed as a statement of the official position of The University of Texas or any institution or department thereof, without the advance approval of the Board of Regents. The intent of this policy statement is not to stifle the right of freedom of speech of anyone speaking in a personal capacity where he makes it clear that he is not speaking for the University. Matters of an emergency nature shall be cleared through the Chancellor with the Chairman of the Board of Regents.
CHAPTER II

ADMINISTRATION

Sec. 1. Component Institutions.--The University of Texas is composed of the following: the Main University, Austin, which includes the Institute of Marine Science at Port Aransas and the McDonald Observatory at Fort Davis; the Medical Branch, Galveston; the Dental Branch, Houston; the M. D. Anderson Hospital and Tumor Institute, Houston; Southwestern Medical School, Dallas; Texas Western College, El Paso; the Postgraduate School of Medicine with headquarters in Houston and divisions at locations as may be determined by the Board of Regents; and such other colleges, schools, research agencies, or other educational activities as may from time to time be constituted by law a part of The University of Texas.

Sec. 2. Administrative Authority.

2.1 The Chancellor of the University is the chief administrative officer of The University of Texas system. The chief administrative officer of each component institution in the system, acting in a line capacity for the operations of his institution, reports only to the Chancellor, and is responsible to the Chancellor and through him to the Board of Regents.

2.2 It is the responsibility of the Chancellor, in turn, to keep the institutional heads fully apprised concerning policies and decisions which may affect their respective institutions.

Sec. 3. Officers of Central Administration.

3.1 The principal officers of the Central Administration staff are: Chancellor (ex officio), Vice-Chancellor (Administrative Services), Vice-Chancellor (Developmental Services), Vice-Chancellor (Fiscal Affairs), Comptroller, Endowment Officer, and Budget Officer.

3.2 Officers of the Central Administration, other than the Chancellor, serve primarily as staff officers for the entire system. In that capacity, each officer is responsible for planning and policy formulation in his particular field and each serves as adviser in his area to the Chancellor. In addition, each Central Administration officer is expected to advise and consult with the officials of the component units in his particular field of competence.

3.3 Officers of Central Administration may be assigned line responsibilities by the Chancellor and the Board of Regents and may, by specific delegation of the Chancellor, be assigned executive responsibilities for administrative policies as the personal representative of the Chancellor.
3.4 The Central Administration shall be based at the Main Campus at Austin, to benefit from the proximity of State agencies and to take advantage of economies availed by shared use of Main University fiscal and service departments. The Central Administration senior officers shall be expected to travel to the other component institutions as their administrative responsibilities require. Although the Chancellor shall normally act through institutional heads regarding the affairs of any component unit of The University of Texas System, this delegation of authority does not preclude his direct participation when circumstances warrant.
Sec. 4. Administrative Officers of the Component Institutions.--The chief administrative officers of the component institutions are:
President of the Main University, Executive Dean and Director of the Medical Branch at Galveston, President of Texas Western College, Director of the M. D. Anderson Hospital and Tumor Institute, Dean of the Dental Branch, Dean of the Southwestern Medical School, and Dean of the Postgraduate School of Medicine.

Sec. 5. Appointment and Tenure of Administrative Officers.

5.1 The Chancellor of the University shall be elected by affirmative vote of a majority of the Regents in office. He shall hold office without fixed term subject to the pleasure of the Board of Regents.

5.2 All other officers of The University of Texas shall be elected by the Board of Regents pursuant to nomination by the Chancellor. Officers so elected shall not have tenure by virtue of their respective offices. They may be dismissed by the Chancellor for cause, subject to review by the Board of Regents.

Sec. 6. Duties and Responsibilities of the Chancellor.

6.1 The Chancellor of The University of Texas is the chief administrative officer of the University system. He advises and counsels with the Board of Regents in establishing and promulgating basic policies for the government and operation of the University.

6.11 Specifically, his responsibilities include:
6.111 Acting as executive agent of the Board of Regents in implementing policies of the Board.
6.112 Recommending budgets for the operation of the University system.
6.113 Nominating to the Board of Regents the officers of Central Administration and the chief administrative officers of the component institutions.
6.114 Acting as the official medium of communication between the Board of Regents and the officers, staffs, faculties, and students of the component institutions of the University.
6.115 With the aid and advice of the Board of Regents, representing the University with the Legislature.
6.116 Serving as an ex officio member of all institutional faculties of The University of Texas.
6.117 Serving as chief executive agent of the Board of Regents in establishing policies and procedures for determining and approving developmental needs of The University of Texas and in directing efforts to attract private fund support for meeting these needs.

6.12 The Chancellor reports to and is responsible to the Board of Regents.
Sec. 7. Duties and Responsibilities of the Officers of Central Administration.

7.1 The Vice-Chancellor (Administrative Services) is a line officer who, under delegation from the Chancellor, is to represent, with the aid and advice of the Board of Regents, the University in its relations with the Legislature, state agencies, and other higher education institutions. Upon delegation by the Chancellor, he executes administrative policies of Central Administration relating to the component institutions and serves as the personal representative of the Chancellor. As a staff officer, he is to advise the Chancellor on administrative organization, on legislative matters, and on relationships with state agencies and with other institutions of higher education.

7.2 The Vice-Chancellor (Developmental Services) is a staff officer whose duties and responsibilities include both staff and administrative functions.

7.21 As a staff officer, his general function is to advise the Chancellor on developmental planning and public relations for the University system. Specifically, he is expected to assist in (a) the formulation of policies and procedures, and (b) the development of improved practices in long-term planning of facilities and programs (including suggestions for financing specific projects), public and alumni relations, and in administrative organization.

7.22 As an administrative officer, he has supervisory line responsibility over the following offices: (a) News and Information Service (It is understood that news releases regarding component institutions are to be cleared in advance with the heads of those institutions.) (b) Studies and Planning Office. Subject to delegation by the Chancellor in specific instances, he has executive authority for:

7.221 Coordinating and collecting planning information; direction of specific planning studies.

7.222 Maintaining liaison with University alumni associations.

7.223 Supervision of developmental publications.

7.23 The Vice-Chancellor (Developmental Services) reports to and is responsible to the Chancellor.

7.3 The Vice-Chancellor (Fiscal Affairs) is a staff officer whose duties and responsibilities include both staff and administrative functions.

7.31 As a staff officer, his general function is to advise the Chancellor as to all fiscal and business management activities of the University system. Specifically, he is expected:
consultation, advice and working with the consulting and associate architects employed by the Board of Regents, subject to the terms and conditions of contracts entered into by the Board of Regents with these architects; and service as an ex officio member of the Faculty Building Committee of each component institution.

7.422 Supervision, with the assistance of the Branch College Auditor, of post-auditing and accounting system work at each component institution.

7.423 Supervision of the Workmen's Compensation insurance program and all other staff benefit programs, except those otherwise assigned herein.

7.424 Direct responsibility for the following specific duties: approval of all accounting records, forms, procedures, or financial reports; negotiation of all depository agreements with banks; approval and signing of lease contracts for building space; approval of insurance policies; review and recommendatory approval of the business aspects and overhead rates in research and other contracts with outside agencies; and joint custodianship with the Main University Auditor of securities owned by the University of Texas Funds which are not on deposit in the State Treasury.

7.43 The Comptroller reports to the Vice-Chancellor (Fiscal Affairs), and through that officer to the Chancellor.

7.5 The Endowment Officer is the business officer of The University of Texas charged with the investment of University funds and the management of endowment and trust funds and properties.

7.51 Specifically, he is in immediate charge of the following areas of administration:

7.511 The investment of all funds owned by the University.

7.512 The management and supervision of all endowment properties of The University of Texas, including University Lands.

7.513 The investment of and administration of all trust funds and other properties held in trust by the Board of Regents of The University of Texas.

7.514 The issuance of bonds or other evidence of indebtedness of The University of Texas as authorized by law.

7.52 The Endowment Officer reports to and is responsible to the Vice-Chancellor (Fiscal Affairs) and through that officer to the Chancellor.

For additional duties, authority, and policies relating to the Endowment Officer, see Part Two, Chapter IX.
7.72 The Auditor on Central Administration matters reports to and is responsible to the Comptroller and through him to the Vice-Chancellor (Fiscal Affairs).

7.73 The duties of the Auditor which apply to the Main University are set out in the Rules and Regulations of the Main University.

Sec. 8. Duties of Chief Administrative Officers of Component Institutions.

8.1 The President of the Main University serves as the chief administrative officer of the Main University (which includes the Institute of Marine Science and the McDonald Observatory) under the direction of the Chancellor, and has access to the Board of Regents through the Chancellor. Within the policies and regulations of the Board of Regents and under the supervision of the Chancellor, the President has general authority and responsibility for the administration of the Main University.

8.11 Specifically, the President is expected, with appropriate participation of the staff, to:

8.111 Develop and administer plans and policies for the program, organization, and operations of the Main University.

8.112 Interpret University policy to the staff, and interpret the institution's program and needs to the Chancellor and to the public.

8.113 Develop and administer policies relating to students.

8.114 Recommend appropriate budgets, and supervise expenditures under approved budgets.

8.115 Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.

8.116 Insure efficient management of the business affairs and physical property of the Main University; recommend additions and alterations to the physical plant.

8.117 Serve as ex officio member of all faculties of the Main University, and preside at meetings of the General Faculty and the Faculty Council.

8.118 Appoint all faculty and staff committees.

8.119 Cause to be prepared and submitted to the Chancellor, and through him to the Board of Regents, regulations for the governance of the institution.

8.11(10) Assume initiative in developing long-term plans for the program and physical plant of the Main University.

8.11(11) Assume active leadership in developing private fund support for the Main University in accordance with policies and procedures established by the Chancellor with the advice of the University Development Board.

8.12 The President of the Main University reports to and is responsible to the Chancellor.
8.2 The chief administrative officer of each of the other component institutions serves under the direction of the Chancellor, and has access to the Board of Regents through the Chancellor. Within the policies and regulations of the Board of Regents and under the supervision of the Chancellor, the chief administrative
officer of each unit has general authority and responsibility for the administration of that unit.

8.21 Specifically, the chief administrative officer is expected with appropriate participation of the staff, to:

8.211 Develop and administer plans and policies for the program, organization, and operations of the institution.
8.212 Interpret University policy to the staff, and interpret the institution's program and needs to the Chancellor and to the public.
8.213 Develop and administer policies relating to students and to the proper management of services to patients.
8.214 Recommend appropriate budgets and supervise expenditures under approved budgets.
8.215 Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.
8.216 Insure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.
8.217 Serve as presiding officer at official meetings of faculty and staff of the institution, and as an ex officio member of each college or school faculty (if any) within the institution.
8.218 Appoint all faculty and staff committees.
8.219 Cause to be prepared and submitted to the Chancellor, and through him to the Board of Regents, regulations for the governance of the institution.
8.21(10) Assume initiative in developing long-term plans for the program and physical facilities of the institution.
8.21(11) Assume active leadership in developing private fund support for the institution in accordance with policies and procedures established by the Chancellor with the advice of the University Development Board.

8.22 The chief administrative officer of each component institution reports to and is responsible to the Chancellor.

8.3 The general function of the Business Manager of each component institution, acting under the direction of the chief administrative officer, is to conduct all business activities of his particular institution.

8.31 Specifically, his duties and responsibilities include:
8.311 Collection, custody, and disbursement of institutional funds.
8.312 Maintenance of accurate accounting records, and control of expenditures in accordance with approved budgets and University regulations.
8.313 Maintenance of an effective program of internal audit.
8.314 Procurement and purchasing.
8.315 Operation and maintenance of physical plant.
8.316 Supervision of auxiliary and service enterprises.
8.317 Preparation and processing of government research and other contracts.*
8.318 Preparation of periodic financial reports; and continuing study to improve business practices and procedures.
8.319 Assistance in the preparation of budgets as directed by the institutional head.
8.32 The Business Manager reports to and is responsible to the chief administrative officer of his component institution.

Sec. 9. Advisory Councils.

9.1 Council on Administrative Policy.--To advise with the Chancellor at periodic intervals upon matters of system policy, the Council on Administrative Policy is established. It is composed of the Chancellor (the Chairman), the chief administrative officer of each component institution, the Vice-Chancellors, and the Comptroller. Meetings are held at the call of the Chancellor, who prepares the agenda.

9.2 Business Management Council.--To advise the Vice-Chancellor (Fiscal Affairs) in his area of staff responsibility for budgeting, business management, physical plant operation, and systems of expenditure control, the Business Management Council is established. It is composed of the Vice-Chancellor (Fiscal Affairs) (the Chairman), the Business Manager of each component institution, the Comptroller, the Endowment Officer, the Budget Officer, and the Auditor (Main University). Meetings are held at the call of the Vice-Chancellor (Fiscal Affairs), who prepares the agenda.

9.3 Council on Medical Affairs.--The Council on Medical Affairs is established to formulate plans and advise the Chancellor regarding medical, dental, and nursing institutions or schools. It shall be composed of the Executive Dean and Director of the Medical Branch, the Dean of the Southwestern Medical School, the Director of the M. D. Anderson Hospital and Tumor Institute, the Dean of the Dental Branch, and the Dean of the Postgraduate School of Medicine. The Chairmanship shall be rotated in the above order annually. Meetings shall be held at the call of the Chairman and by a request of the majority of the Council members. The Council shall report and be responsible to the Chancellor. When premedical, nursing, or graduate programs of the Main University are concerned, the President of the Main University shall participate.

*At the Main University government research contracts are processed by the Office of Government Sponsored Research.
and termination of employment by the Chancellor. The Chancellor, however, shall secure periodic evaluations of this officer's services from the Development Board and take these into full account in continuing employment and in according recognition for accomplishment. He shall have such title and rank as established by the Board of Regents upon recommendation of the Chancellor and the Development Board.

2.32 The Development Board executive officer shall have such staff and such operating funds as shall be determined from time to time by budgets recommended by him and the Board, endorsed by the Chancellor, and adopted by the Board of Regents. Duties of staff members shall be established by the executive officer.

2.4 Finances.--Financial support of The University of Texas Development Board and the executive office shall be provided, exclusively by appropriation of the Board of Regents. Such appropriation will be made by established budgetary procedures. The Board of Regents may accept gifts designated for use by the Development Board and make such funds available for Development Board expenditure.

2.5 General Policies:

2.51 The Development Board will seek to enlist the aid of numerous friends of the University in fund development efforts, and may establish such committees and other groups as seem desirable in carrying out its program.

2.52 The Development Board is to serve all component institutions of The University of Texas. It may establish advisory and action groups for each component institution with the advice and approval of the head of that component institution.

2.53 The Development Board will have jurisdiction over all internal foundations, and no such foundation shall be established or continued in existence except with the approval of the Chancellor. The executive officer of the Development Board shall be responsible for stimulating, guiding, and assisting the internal foundations and shall require suitable annual reports from each. All such activities shall be coordinated through the office of the respective institutional heads.

2.54 From time to time, special campaigns for specific objects may be conducted, with or without the assistance of private fund-raising counsel. Such campaign may originate upon recommendation by the Board of Regents, the Chancellor, or institutional head with the Chancellor's concurrence, or The University of Texas Development Board. No such campaign shall be authorized or undertaken, however, until the Development Board has
2.62 The Development Board shall designate one of its members as Chairman, and shall provide for such other officers as it deems necessary. It shall adopt bylaws governing its operations and shall file them, and subsequent amendments thereto, with the Secretary of the Board of Regents. It shall cause accurate minutes of its proceedings to be kept, and file copies with the Secretary of the Board of Regents. It shall prepare an annual evaluation report on its activities, incorporating such recommendations as it cares to make, and transmit this report to the Chancellor and to the Board of Regents through the Secretary of the Board.

2.63 The Development Board shall conduct its operations to accord with policies and regulations of the Board of Regents, and shall make recommendations concerning modifications and additions to those policies through the Chancellor to the Board of Regents.

Sec. 3. Foundations.--The following policies shall govern the creation and administration of foundations:

3.1 Internal Foundations.
3.11 That the establishment of internal foundations be limited to teaching divisions of the University and not include bureaus and other nonteaching divisions. This is not in any sense to be construed as excluding such bureaus or nonteaching divisions from seeking support from private sources through the Development Board as the authorized agency for correlating all fund-raising activities.

3.12 That the establishment of foundations for other than colleges or schools be limited to divisions and departments regarding which it can be clearly demonstrated that there exists actually or potentially the support of a strong business or professional group, such as exists in the case of the Geology Foundation of the Main University and the activities of which will not be in substantial conflict with the foundation which represents the school or college of which the division or department is a part. It is believed that other divisions and departments which cannot meet these tests may effectively work as separate groups within the framework of the foundation which represents this school or college. The provisions now existing for the designation of special funds to be used for specific activities should continue within the framework of the various foundations. This opportunity to earmark funds obtained by specific groups should help to avoid stifling the interest and initiative of these groups.
3.13 That any foundation in addition to those now existing be authorized by the Board of Regents only after approval by the Development Board and by the Administration.

3.14 That the work of all internal foundations be considered a part of the work of the Development Board and that each such foundation, through its directing head and the institutional head, constantly cooperate with the Development Board office and keep the office informed of its activities; that it be the duty of the Development Board to cooperate with such foundations at all times and to stimulate their efforts by counsel, by personal contacts, and by providing promotional materials; and further that the foundations report periodically to the Development Board. Every effort should be made to permit free range of initiative within the foundations but in conformity with Development Board policies so as to permit maximum over-all achievements in fund raising.

3.15 That there be periodic reviews of the activities of each foundation to determine its effectiveness and provision made for its dissolution if it is unproductive over a reasonable length of time.

3.16 That internal foundations not necessarily be restricted to the Main University but be established at component institutions where conditions may warrant and the demand may exist, as, for instance, at the Dental Branch.

3.17 That there be established wherever practicable advisory councils to the foundations such as now exist for the Pharmaceutical Foundation and the Geology Foundation and that the Director of the Development Board be an ex officio nonvoting member of each such advisory council.

3.2 Authorized Internal Foundations:

<table>
<thead>
<tr>
<th>Foundation</th>
<th>Date Established</th>
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<tbody>
<tr>
<td>John Charles Townes Foundation</td>
<td>1941</td>
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<tr>
<td>(School of Law, Main University)</td>
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<tr>
<td>Pharmaceutical Foundation of the College</td>
<td>1949</td>
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<tr>
<td>of Pharmacy (Main University)</td>
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<tr>
<td>Fine Arts Foundation of the College of Fine</td>
<td>1950</td>
</tr>
<tr>
<td>Arts (Main University)</td>
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<tr>
<td>Architectural Foundation of the School of</td>
<td>1952</td>
</tr>
<tr>
<td>Architecture (Main University)</td>
<td></td>
</tr>
<tr>
<td>Genetics Foundation of the Zoology Department</td>
<td>1952</td>
</tr>
<tr>
<td>(Main University)</td>
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CHAPTER VI

GRADUATE EDUCATION IN THE UNIVERSITY SYSTEM

Sec. 1. Authority and Function. The graduate program of The University of Texas system is under the general supervision and direction of the Chancellor, who may call upon any member of the Central Administration or other office to advise him concerning policy, plans, and operation. At each institution, the Graduate School or the graduate program is a responsibility of the institutional head, who reports concerning it to the Chancellor. The Chancellor may delegate to other members of the administration, central or institutional, authority and responsibility for specific aspects of planning and operation. Institutional heads affected by any delegation will be kept informed. The Graduate School and its constituent faculty and councils are actively responsible for the graduate program—graduate studies, membership in the graduate faculty, and other activities in graduate education. The graduate program, however, shall not include the M.D. and D.D.S. degrees at the medical institutions, nor the LL.B. and LL.M. degrees of the School of Law.

Sec. 2. The Dean of the Graduate School. The Dean of the Graduate School shall be appointed upon recommendation of the Chancellor after consultation with the institutional heads. On matters of policy and planning exclusively related to the system-wide program in graduate education, he will advise the Chancellor directly. On matters exclusively related to the Main University Graduate School, he shall report to the President of the Main University. The Dean shall be the responsible administrative officer of the Graduate School, its office, the graduate education functions of its faculty, and its constituent councils and committees.

2.1 The Dean of the Graduate School shall keep the chief administrative officers of the component institutions affected, and the undergraduate deans of the schools or colleges of the Main University directly involved, fully informed at all stages in planning and development, and shall submit all recommendations of policy and action to the chief administrative officers of the institutions in any way concerned, who shall in turn transmit these recommendations to the Chancellor with their own comments and recommendations.

2.2 He shall consult and advise with the President in the preparation of the annual budgets of the teaching
4.6 He shall act as an assistant to the Dean of the Graduate School in all matters that may be assigned.

Sec. 5. The Graduate Faculty.

5.1 Membership.--Nominations for membership in the Graduate Faculty shall be made by the appropriate Committee on Graduate Studies; however, in exceptional cases, the Graduate Council may accept applications initiated in other ways.

5.11 Nominations, after their initiation, shall then be considered by the Committee on Membership of the Graduate Council, whose recommendations shall be presented to the Graduate Council. The recommendations of the Council shall be sent to the Dean of the Graduate School, whose affirmative decision shall be reported to the institutional head and by him to the Chancellor.

5.12 Considerations in Making Nominations.--The nominating committees shall consider the following items in making their nominations:

5.121 The candidate's national reputation as a scholar in his field as judged by several of the criteria listed below:
   - Publication of several articles in a national or international scholarly journal.
   - The writing of a scholarly book or a substantial article.
   - The writing of several significant book reviews in national scholarly journals.
   - Several artistic performances or artistic creations of professional caliber.
   - Invitations to present scholarly lectures at first-class institutions outside the State.
   - Invitations to participate in symposia sponsored by national scholarly organizations.

5.122 The successful teaching of graduate courses in a first-class institution for several years.

5.123 The successful direction of master's theses and/or doctoral dissertations which are recognized as being of good quality by the experts in the field. It is expected that several of these will have been published.

5.124 Exceptions may be made for particularly outstanding men from government, industry, or the professions.
5.2 Associates.
5.21 Associates of the Graduate Faculty shall be appointed by the Dean upon recommendation of the appropriate Committee on Graduate Studies. All such appointments shall terminate on August 31 of even-numbered years.
5.22 An Associate shall be eligible to supervise master's theses; and under exceptional circumstances and by request of the appropriate Committee on Graduate Studies and on approval of the Dean of the Graduate School, an Associate may be permitted to supervise specific doctoral dissertations, in general not exceeding a total of three during the entire period of his status as an Associate of the Graduate School.
5.23 Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate of the Graduate Faculty.

Sec. 6. The Graduate Legislative Council.

6.1 Composition of the Council. - The Graduate Legislative Council shall consist of the following members:
6.11 Ex officio Members without Vote: — The Chancellor of the University, heads of the component institutions, the Dean of the Graduate School (with casting vote), the Associate Dean of the Graduate School (casting vote when presiding), colleges and schools (which are not subdivisions of colleges). However, the administrative heads of the Graduate School of Library Science and the Graduate School of Social Work shall be entitled to seats with vote until such time as there shall be in such designated school one or more members of the Graduate School eligible for nomination and election to the Council. Ex officio members of the Council shall not be eligible for nomination and election to the Council.
6.12 Elected Members with Vote: — The elected voting members shall be apportioned among the following branches, and electoral divisions of the Main University:
6.121 Main University:
   College of Arts and Sciences:
   Electoral Group A - Bacteriology, Botany, Chemistry, Geology, Physics, Zoology, Home Economics, Mathematics
   Electoral Group B - Anthropology, Economics, Geography, Government, History, Philosophy, Psychology, Sociology
the Associate Dean of the Graduate School shall preside and have a casting vote. In the absence of both, the Council shall elect a chairman pro tempore from among its voting members.

6.62 Secretary of the Graduate Legislative Council.--The Council shall elect annually, at the regular meeting in the spring semester, a secretary from among the members of the Graduate Faculty at the Main University. He shall:

6.621 Send out all notices and communications; prepare the agenda; keep an attendance record and record of proceedings; receive all communications; and preserve all records of the Council.

6.622 Supervise the conduct of primaries and elections.

6.623 Classify all legislation as (a) Emergency, (b) Minor, or (c) Major. This classification may be revised by the Council.

6.624 Report recommendations of the Council to the Graduate Dean.

6.625 Refer all matters classified as major to the members of the Graduate Faculty of the Main University and to those approved for graduate instruction at other branches.

6.626 Distribute minutes of meetings to members of the Legislative Council, to all other graduate faculty members who request copies, to all institutional heads, and to the Chancellor and the Board of Regents through the Secretary of the Board.

6.627 Present an annual report to the Graduate Faculty and to graduate teachers at other branches; also copies to the secretaries of the General Faculty at the Main University and of the appropriate faculties of the other branches.

6.63 Meetings.--The Graduate Legislative Council shall hold a regular meeting once each semester at the Main University at such time as it shall determine by its rules of procedure and may be called at other times by the Graduate Dean or upon request of five of its elected voting members. Called meetings may be held at places other than the Main University.

6.64 Procedure.

6.641 The general authority shall be Robert's Rules of Order.

6.642 A quorum shall be a majority of the elected voting membership.

6.643 Three elected members may demand a record vote.
6.64 The Order of Business shall be determined by the Council.

6.65 Committees.--The Graduate Legislative Council may create from time to time such standing or special committees as it may desire consisting of its own members, or of nonmembers entitled to vote in the election of voting members of the Council, or of a combination of the two.

6.7 Authority and Functions of the Graduate Legislative Council.--In general, the Graduate Legislative Council shall exercise all legislative powers and duties for the University as a whole that formerly were exercised for the Main University by the Graduate Faculty of the Main University, and its legislative authority shall supersede that of the Graduate Faculty of the Main University. These powers and duties shall include:

6.71 Determination of standards for the admission and retention of students in the Graduate School.

6.72 Recommendation of new graduate degree programs and their requirements as well as changes in existing graduate programs.

6.73 Approval of graduate courses.

6.74 Establishment of criteria for membership in the Graduate Faculty.

6.75 Establishment of policies relating to graduate studies, research, and faculties for the University as a whole.

6.8 Emergency and Minor Legislation.--Emergency and minor legislation enacted by the Graduate Legislative Council shall be referred to the appropriate institutional head for transmission with recommendation to the Chancellor and the Board of Regents. Emergency legislation shall be in effect from the date of its enactment and continue in effect unless disapproved by the Chancellor or Board of Regents.

6.9 Major Legislation.

6.91 The Council's initial decisions with respect to major legislation shall not go into effect for a period of two weeks after such decisions are made. Such major legislation shall within this period be circularized among the regular members of the Graduate Faculty of the Main University and the faculty members entitled to vote for Council members in other branches of the University as a whole. In the event that any five regular members or a majority (whichever is the lesser) of the voting members of any other branch of
the University shall request it within the two-week period, the Council shall reconsider its initial action on such major legislation at a special meeting called promptly thereafter for the purpose, at which meeting those presenting the request and other voting members may appear to oppose the final enactment of such legislation. After such hearing the Council shall send its final recommendations to the appropriate institutional head for transmission with his recommendations to the Chancellor and the Board of Regents.

6.92 Major legislation may be initiated outside the Council by any five regular members of the Graduate Faculty of the Main University or by five members or a majority (whichever is the lesser) of the voting members of any other branch of the University entitled to representation on the Council, which proposals the Council shall be required to consider. Any of the ex officio members of the Council may initiate legislation within the Council as may voting members.

6.(10) Appeals by Faculty from Recommendations of Legislative Council.--Appeals concerning recommendations of the Graduate Legislative Council may be addressed to the Chancellor and the Board of Regents by the Graduate Faculty in a component institution of The University of Texas where graduate work is offered or proposed. When an appeal has been voted by the faculty in any component institution, the Secretary of the Graduate Legislative Council shall notify the secretaries of the faculties in all the other branches for study and action by those faculties.

6.(11) Special Meetings of the Graduate Faculties of Component Institutions.--Special meetings of the Graduate Faculty of the Main University or of the voting members of the other component institutions of the University may be held whenever the Graduate Dean or the administrative head of such other component institution shall desire, or upon petition of five members of the Graduate Faculty of the Main University, or of five members or of a majority (whichever is the lesser) of the voting members in other component institutions. Such meetings may recommend legislation for submission to the Council.

Sec. 7. The Graduate Council.

7.1 Composition.--The Graduate Council shall be composed of seven members of the Graduate Faculty, the Secretary of the Graduate Legislative Council, and the Associate Dean of the Graduate
School at the Main University, all with vote. The seven members of the Graduate Faculty shall be selected by the Dean of the Graduate School, who may invite nominations for these positions from the Graduate Faculty. In constituting the Graduate Council the Dean shall give attention to securing the broadest possible representation to all areas of graduate instruction.

7.2 Terms of Office.—The seven members of the Council selected from the Graduate Faculty shall serve terms of six years each, the terms being so staggered that one will expire each year on September 1. An interval of two years must elapse before any Council member can be reappointed.

7.3 Committees of the Graduate Council.
7.31 The Dean of the Graduate School shall appoint such administrative committees as the Council may determine to be necessary to the proper discharge of its functions. These committees shall report to the Graduate Council in such manner as the Council or the Graduate Dean shall direct.

7.32 The Dean shall appoint from the members of the Council a chairman of each committee and, in consultation with its chairman, appoint its additional members from the members of the Graduate Faculty.

7.4 Duties.—The Graduate Council shall have the following duties and responsibilities:
7.41 It shall be the chief policy advisory agency to the Dean of the Graduate School in the administration of the graduate program of The University of Texas.
7.42 It shall assist the Dean in the formulation of policies that may be presented to the Graduate Legislative Council.
7.43 It shall make final recommendations on proposals concerning graduate courses and their teachers, nominations for membership in the Graduate Faculty, and all petitions concerning the graduate program.

Sec. 8. Committees on Graduate Studies.

8.1 Membership.—In each major academic area in which graduate work is offered, as determined by the Graduate Council, there shall be a Committee on Graduate Studies. This Committee shall be composed of all persons in that area who have been appointed as members of the Graduate Faculty. The Committee shall select its own chairman.
8.2 Duties.

8.21 Recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses shall be made by the Committee on Graduate Studies of the appropriate academic area to the Graduate Council. These recommendations shall be reviewed by the undergraduate dean concerned, or by the appropriate administrative officer of the budgetary unit of the University, relative to their budgetary and personnel implications, and then sent to the Graduate Dean for consideration by the Graduate Council.

8.22 Each Committee on Graduate Studies shall be in charge of the admission to candidacy for all graduate degrees in its academic area.

Sec. 9. Authorization to Teach Graduate Courses.--Authorization to teach graduate courses shall be given by the appropriate Committee on Graduate Studies subject to approval by the Graduate Dean and the institutional head.
CHAPTER VII
ENACTMENT AND AMENDMENT

Sec. 1. Repeal of Existing Rules in Conflict Herewith.

1.1 All rules, orders, and regulations herebefore enacted by the Board of Regents which are in conflict with these Rules and Regulations are hereby repealed.

1.2 Effective September 1, 1960, with the establishment of a Chancellorship system by amendment of these rules, all provisions of these rules and other actions of the Board of Regents, contracts, and other agreements referring to or affecting the head of the University system shall extend to the title of Chancellor instead of President.

Sec. 2. Format for Rules.

2.1 The Rules and Regulations for the Government of the University concern the organization and functioning of the Board of Regents, the administrative structure for governing the University system, over-all personnel and fiscal management, and other rules applicable generally to all of the institutions comprising The University of Texas.

2.2 Rules and regulations relating specifically to each component institution of the University system, as differentiated from rules of general application, shall be contained in an Institutional Supplement for each component institution. Until such rules and regulations have been promulgated and adopted for a particular institution, the rules and regulations presently in effect for that institution shall continue in full force and effect unless superseded by provisions in these Rules and Regulations.

2.3 These Rules and Regulations are organized in two parts. Part One shall, in general, contain all rules and regulations other than those of a fiscal nature. Part Two shall consist of the fiscal rules and regulations of the Board.

Sec. 3. Official Copies.

3.1 The Official copies of the Rules and Regulations for the Government of The University of Texas and each Institutional Supplement shall be maintained in the Office of the Board of Regents.

3.2 Copies of these Rules and Regulations and of the Institutional Supplements shall be in the possession of the members
July 6, 1960

All Members of the Board of Regents of The University of Texas

Betty Anne Thedford

Amendment No. 1, Part One, of the Rules and Regulations of the Board of Regents for the Government of The University of Texas

Please substitute the attached pages for Pages 12, 23, and 34 of the Rules and Regulations of the Board of Regents for the Government of The University of Texas. These pages incorporate Amendment No. 1 to Part One of the Rules and Regulations which was adopted by you on July 2, 1960.

Enclosure

cc: President Logan Wilson
Vice-President Lanier Cox
Vice-President J. C. Dolley
Vice-President L. D. Haskew
Doctor Harry H. Ransom
The University of Texas

Dear Doctor Ransom:

At the July 1960 meeting, the Board of Regents amended the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter VII, Section 5. Please substitute the attached pages, which incorporate the amendment, for Pages 22, 23, and 24 of the official loose leaf copy in your office.

Sincerely yours,

Betty Anne Thedford

T:jss

NOTE: This amendment has been sent to all of those individuals who have been assigned official copies.

Betty Anne T.
4.2 If an employee of the University owns a controlling interest in a corporation, firm, partnership, or other business entity which is under the jurisdiction of any state regulatory agency, he shall file a sworn statement with the Secretary of State disclosing such interest.

4.3 No employee of the University shall use his official position to secure special privileges or exemptions for himself or others, except as may be otherwise provided by law.

4.4 No employee of the University shall accept employment or engage in any business or professional activity which he might reasonably expect would require or induce him to disclose confidential information acquired by him by reason of his official position.

4.5 No employee of the University shall disclose confidential information gained by reason of his official position, nor shall he otherwise use such information for his personal gain or benefit.

4.6 No employee of the University shall transact any business in his official capacity with any business entity of which he is an officer, agent, or member, or in which he owns a controlling interest.

4.7 No employee of the University shall make personal investments in any enterprise which will create a substantial conflict between his private interests and the public interest.

4.8 No employee of the University shall accept other employment which might impair his independence of judgment in the performance of his public duties.

4.9 No employee of the University shall receive any compensation for his services as an employee from any source other than the State of Texas, except as may be otherwise provided by law.

Sec. 5. Appointment of Relatives (Nepotism Rule).

5.1 Whenever an appointment is made, either on a full- or part-time basis, it shall be made solely with regard to the special fitness of the appointee, subject to the Penal Code, 1925, Articles 432, 433, 434, 435, and 437, and the Revised Civil Statutes, 1925, Article 5996, and amendments thereto; and subject also to the provisions of this section.
5.2 Unless otherwise specifically stated, a relative shall be defined as a person related within the first degree of affinity or the second degree of consanguinity, according to the common law.

5.21 The first degree of affinity includes the spouse of the employee, and the parents, children, brothers and sisters of the employee's spouse. The second degree of consanguinity includes the parents, children, brothers and sisters, grandparents, uncles and aunts, first cousins, nephews and nieces, and grandchildren of the employee.

5.22 The second degree of affinity includes the grandchildren of employee's spouse, and the nephews, nieces, uncles, aunts and first cousins of employee's spouse. The third degree of consanguinity includes the great-grandson, great-grandfather, great-uncle, great-uncle's children, second cousin, first cousin's children, and grand-nephew of the employee.

5.3 Restrictions on Appointments.

5.31 No relative, within the second degree of affinity or the third degree of consanguinity, of a member of the Board of Regents will be considered for appointment, but such person will be considered for reappointment in those cases where the appointment was antecedent to the Board member's appointment.

5.32 No person shall be initially appointed even temporarily when it is the duty of a relative on the University staff to act in some official capacity upon the appointment.

5.33 No person shall be initially appointed even temporarily in any department or similar subdivision if he has a relative in that department or subdivision holding an academic rank of instructor or higher or occupying a non-teaching position with a monthly salary rate of $450 or more.

5.34 No person, any relative of whom holds an academic rank of instructor or higher or occupies a non-teaching position with a monthly salary rate of $450 or more at one of the component institutions of The University of Texas, shall be appointed even temporarily to an equal or higher position in either category in another department or subdivision of the same institution, except by specific petition approved in advance by the appropriate administrative officials and the Chancellor, with subsequent report to the Board of Regents; provided, however, if any such proposed appointment involves tenure, prior approval of the Board of Regents is required.

5.35 Simultaneous initial appointments of two persons to positions in the same institution shall not be made if either appointment is to an academic position of instructor or higher or to a non-teaching position with a monthly salary rate of $450 or more.
5.36 When two persons holding positions with the University marry, both may not continue to hold such positions beyond the current fiscal years, if the employment of married persons to such positions initially would violate these regulations.

5.37 No promotion or salary increase may be granted to an employee who has a relative occupying a position with the University except in accordance with these regulations governing initial appointment.

5.38 Relationship shall not be a bar to honorary positions or to nonremunerative positions.

5.4 General Provisions.
5.41 The provisions of the anti-nepotism rule apply to all programs administered under the Board of Regents.
5.42 For the purpose of administering these provisions, an employee occupies his position from the date at which his employment begins until his connection with the Institution is formally terminated.
5.43 In an emergency, the head of each component institution of The University of Texas, acting upon the affirmative advice from the Administrative Council or similar body at the institution, is authorized to suspend in individual cases the regulations stated above, the suspension in no case to extend beyond the end of the current fiscal year. Such temporary suspension shall carry no implication of tenure and shall be reported to the Chancellor and the Board of Regents in the next docket.
5.44 In extraordinary cases where the interest of the University will be best served thereby, the Board of Regents, upon special petition from an institutional head approved by the Chancellor, may suspend these regulations except as to the appointment of any relative of a Regent, the Chancellor of the University, or the head of any component institution.

(Amendment No. 1, Meeting No. 589, July, 1960)

Sec. 6 Tenure, Promotion, and Termination of Employment.

6.1 By statute, "The Regents shall have power to remove any professor, tutor or other officer connected with the institution, when, in their judgment, the interest of the University shall require it." (Article 2586, Vernon's Civil Statutes)

6.2 The principles governing tenure and promotion are specified for each component institution in the Institutional Supplement applicable to that institution.

6.3 Termination by an institution of the employment of a faculty member who enjoys continuing appointment and of all other faculty members before the expiration of the stated period of appointment, except by resignation or retirement for age
March 18, 1960

Doctor Harry H. Ransom
The University of Texas

Dear Doctor Ransom:

In accordance with your request to this office, copies of the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Parts One and Two, which were approved by the Board at its meeting on January 23, 1960, are enclosed:

Part One Nos. 110 through 1110

Part Two Nos. 210 through 2110

These copies, pre-punched for your convenience, should be kept in binders. They are assigned to you for your use at the Main University. The index to each part, corrected pages, and any amendments thereto will be sent to you directly by the Secretary of the Board. It will be your responsibility to see that the copies issued to you are kept up-to-date.

For individuals outside the system a limited number of bound copies will be sent to you later.

Please indicate receipt on attached letter and return to Miss Thedford, Secretary of the Board of Regents.

Sincerely yours,

Logan Wilson

LW's
Enclosures

Received: Harry H. Ransom
Attached are copies (prepared for keeping in a looseleaf binder) of Part One and Part Two of The Rules and Regulations of the Board of Regents for the Government of The University of Texas adopted by the Regents at the January 1960 meeting. A record of the copy number assigned to each office will be kept in the Office of the Secretary of the Board of Regents, and the index to each part, corrected pages, and any amendments will be sent to you from that office.

Sincerely yours,

H. H. Ransom

H. H. Ransom
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February 12, 1960

President Logan Wilson

Betty Anne Thedford

Part One, Page 1, Rules and Regulations of the Board of Regents

The Secretary of the Board of Regents will maintain a central record of distribution of serially numbered copies, which shall be assigned to offices or individuals by title upon designation by the President, subject to recall and reassignment.

Before the final draft of the Rules and Regulations is prepared the following questions should be settled:

1. How many copies?
2. Shall all be in the same type of folder?
3. 100% rag paper will be used. Do you want it on both sides of the paper?
4. I am trying to get a special typist for the job and can pay for that out of the office expense. If the covers are furnished by this office, additional money will be needed before August 1, 1961.

B and P Folder........ $1.08
Multi Ring Folder...... $1.76 Pages are to be special cut for this type.
In Executive Session of the Board of Regents, on January 23, 1960, it was ordered:

(1) that the revisions in Part One (System-Wide) and Part Two (Fiscal Regulations) of the Rules and Regulations of the Board of Regents for the Government of The University of Texas as approved by the Special Committee on Board Procedures be mailed at the earliest possible date to each Regent for review;

(2) that if no protests are received within a week after the revisions have been mailed, the Rules and Regulations as presented by the Special Committee on Board Procedures be finally adopted; and

(3) that the Administration be authorized to make editorial but no substantive changes.

Conformable to the above action, I am enclosing the following proposed revisions to be incorporated in the Rules and Regulations of the Board of Regents for the Government of The University of Texas:

(1) Exhibit "A" lists the revisions to be incorporated in Part Two (Fiscal Regulations). It includes the proposed revisions sent to each Regent prior to the January meeting and the additional proposed revisions (Items 16 and 17) presented at the meeting of the Special Committee on Board Procedures.
Exhibit "B" lists the revisions to be incorporated in Part One (System-Wide). This list includes all of the revisions approved by the Special Committee on Board Procedures since the original copy was distributed to each Regent. These revisions have not been distributed to those Regents who are not members of the Special Committee on Board Procedures.

Item "(10) Page 6. Section 7.62" should precede Item "(9) Page 5. Section 7.7." However, in the original draft you will find Section 7.7 on Page 5 preceding Section 7.51. In the final draft these will be properly arranged.

Items (11) and (12) are entirely new.

Item (26) refers to Pages 24-28 of the November 1959 Minutes.

Please indicate the date you received this proposed list of revisions and return to this office.

Sincerely yours,

Betty Anne Thedford

Enclosures

cc: President Logan Wilson
(1) Page FR-1. Section 1.4
Add at the end of this section, "within thirty (30) days after August 31 and February 28 of each year."

(2) Page FR-3. Section 1.4
Change the period at the end of the first sentence to a comma and add, "the President and the Board of Regents through the Institutional Docket."
Add the following sentence at the end of this section: "Agency Funds shall be expended in accordance with the limitations of the agency agreement and the applicable Rules and Regulations of the Board of Regents."

(3) Page FR-6. Section 4.22
Change the date in the first line to December 31 and add the following sentence: "Two copies of this report shall be prepared, one copy for the Office of the Secretary of the Board of Regents and one copy for the Office of the Comptroller."

(4) Page FR-6. Section 4.3
Add at the end of the sentence, "and to the Office of the Secretary of the Board of Regents."

(5) Page FR-12. Section 7.2
Add at the end of the sentence, "and all vouchers shall be approved by the Business Manager or some person to whom he may delegate such authority."

(6) Page FR-13. Section 8
Following the heading "Vouchers Payable from State Funds" add the following parenthetical statement, "(All funds on deposit in State Treasury)."

(7) Page FR-14. Section 9
Following the heading "Vouchers Payable from Local Funds" add the following parenthetical statement, "(All funds not on deposit in State Treasury)."

(8) Page FR-14. Section 11
Change the wording following the last comma to read, "with initial memberships approved by the Institutional Heads and the President."

(9) Page FR-14. Section 12.2
Add at the end of the sentence, "and approved by the Auditor or Assistant Auditor."

(10) Page FR-15. Section 12.23
At the end of the sentence add, "and for approval by the Auditor or Assistant Auditor."

Add at the end of the section, "and approved by the Business Manager or a person designated by him."

(12) Page FR-17. Add Section 13.28 as follows:
"Approvals of travel shall not be routine or perfunctory, but shall be made
only after the executive head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

(13) Page FR-23. Section 14.5
Delete the last sentence and substitute the following: "Only authorized persons shall make long distance calls on University business and personal long distance calls shall not be charged to institutional accounts."

(14) Page FR-23. Section 14.6
Substitute the following for the present wording: "Copies of all telegrams sent shall be retained in the files of the department or office responsible for the charge for one fiscal year and shall be checked against the itemized bill from Western Union before vouchering the bill. The itemized statement from Western Union showing the persons sending each telegram and the person to whom the message was sent shall be attached to the voucher for payment."

(15) Page FR-24. Section 16
Change the last sentence to read, "any settlement over $1,000 and under $10,000 shall be approved by the President as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting."
Add the following sentence: "Settlements in the amount of $10,000 or more must have the advance approval of the Board of Regents."

(16) Page FR-25
Delete all of the present Sections 1, 2, and 3 and substitute the following:

Section 1. Authority to Obligate Funds. The official purchasing agents of the component institutions shall have sole authority to obligate funds of their respective institutions for purchases unless otherwise provided in these regulations or otherwise specifically approved by the institutional head and the President or by the Board of Regents. The University can assume no liability for payment of obligations except those incurred in accordance with authority thus granted.

Section 2. Purchasing Ethics.
2.1 All qualified, reputable bidders shall be given equal opportunity to submit bids on a uniform basis when competition is possible.

2.2 No bidder shall receive special consideration or be allowed to revise his bid after the time set for opening bids.

2.3 Purchasing agents and their staffs and others authorized by or under these regulations to make purchases shall not accept gratuities or become obligated to individuals or firms seeking business.

2.4 Any violations of these purchasing ethics shall be reported promptly to the President and to the Board of Regents.

Section 3. Purchases of Supplies and Equipment.
3.1 Unless otherwise provided in these Regulations or
specifically approved by the Board of Regents, the State Purchasing Act of 1957 shall govern the purchasing policies of the University. This Act gives the authority to the University to purchase, without approval of the Board of Control:

1. Supplies, materials, services and equipment for resale.
2. For Auxiliary Enterprises.
3. For Organized Activities relating to instructional departments.
4. From Gifts and Grants.

3.2 Unless otherwise provided in these regulations or specifically authorized by the executive head and the President, all purchases of supplies and equipment shall be made through the official purchasing agents of the component institutions.

3.3 The official University purchasing agents and divisions, departments, or offices of the University to whom the purchasing function has been delegated shall observe sound and generally accepted purchasing practices of educational institutions including the following:

3.31 Items on State Contract processed through the Board of Control will be purchased through the official purchasing agents.

3.32 Purchases of supplies and equipment payable (or reimbursable) from Federal funds, trust funds, and auxiliary enterprises funds may be made directly from vendors if it is essential to efficient operation to do so or if monetary savings would result.

3.33 Closed or non-competitive specifications shall not be used except in unusual instances clearly justified as being essential to efficient operating performance. Reports of all such exceptions with a summary of the reasons therefor shall be filed quarterly with the President and with the Secretary of the Board of Regents.

3.34 Competitive bids, usually a minimum of three, shall be secured whenever competition is available.

3.35 Purchase awards should be made to the supplier submitting the "lowest and best bid" as defined in the State Purchasing Act of 1957.

(17) Page FR-27. Section 6.2
This section should be renumbered as Section 6.3 and the last sentence deleted. The following statement should be added as Section 6.2: "Proposals for space leases require the approval of the President and the Board of Regents, and lease contracts drawn in accordance with such approval shall be signed by the University Comptroller."

(18) Page FR-29. Add a Section 12 to read as follows:
Used or rented equipment shall not be accepted in fulfillment of an order
for new machines or new equipment, even though such machines or equipment have been used by the component institution making the order.

(19) Page FR-31. Section 1. 142
Change to read: "Advise his chief executive officer and the System Personnel Adviser of any violation or abuse of this policy."

(20) Page FR-35. Section 2.11
Delete the second sentence and substitute the following: "All employees shall be covered in the amount of $5,000 each. It shall be the responsibility of the Comptroller to recommend to the President through the Vice-President for Fiscal Affairs the administrative officials who are to be covered by amounts in excess of this figure, and the amount of coverage recommended for each."

(21) Page FR-35. Section 2.12
Add the following sentence: "A copy of the Bond shall be filed in the Office of the Secretary of the Board of Regents."

(22) Page FR-35. Section 2.14
Delete the second sentence and add the following: "Any settlement over $1,000 and under $10,000 shall be approved by the President as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of $10,000 or more must have the advance approval of the Board of Regents."

(23) Page FR-37. Section 2.421
Change the final period to a semicolon and add the following: "provided, however, that such additional work does not interfere with the regular full-time duties of the individual."

Add the following parenthetical statement immediately under the heading of the chapter. "(Staff benefits may be subject to change by State and Federal Law. Application in specific instances should be verified.)"

(25) Page FR-47. Section 5.8
Change the third sentence to read, "The insured employee and the physician in charge choose the hospital to be used, except as indicated for emergency treatment."

Add a Section 5.14 to read as follows: "The Workmen's Compensation Insurance and Other Staff Benefits Office shall issue an annual report through proper channels to the President and to the Secretary of the Board of Regents for the information of the members of the Board which shall include at least the following information: The names of all employees receiving workmen's compensation benefits during the preceding year, and for each such employee the number of separate incidents involving loss of time, the total working days lost, and the total compensation received; a list of physicians to whom payments were made and the totals paid to each."

(27) Page FR-50. Section 2.3
Add the word "affiliation" following the word "political" in the second line.

(28) Page FR-53. Section 5.2
Change the last sentence to read, "Unless otherwise authorized by the Board, insurance policies shall be purchased on a competitive bid basis."
Delete the last sentence and add the following: "Any settlement over $1,000 and under $10,000 shall be approved by the President as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of $10,000 or more must have the advance approval of the Board of Regents."

Insert the following sentence between the first and second sentences of this section: "Such transfers from one component institution to another, or from a component institution to another state agency, shall have the advance approval of the institutional Business Managers concerned and shall be reported to the executive heads."

Change the period to a comma and add, "provided that necessary funds have been approved through proper procedure."

Delete the present language in Section 3.1, and its subdivisions, and the present wording of Section 3.2, and substitute the following:

Section 3.1. Any repair or remodeling project of the Physical Plant involving an estimated expenditure of $20,000 or more shall be deemed a major repair and remodeling project.

Section 3.2 Unless otherwise approved by the Board of Regents, the procedures and regulations pertaining to new construction shall apply to major repair and remodeling projects.

Change the period to a comma and add, "with summary reports to the President and to each member of the Buildings and Grounds Committee of the Board."

Add the following statement: "These copies and statements shall be filed with the Secretary of State through the Office of the Secretary of the Board of Regents."
EXHIBIT B

CHANGES IN PART ONE (SYSTEM-WIDE) OF THE RULES AND REGULATIONS OF THE BOARD OF REGENTS FOR THE GOVERNMENT OF THE UNIVERSITY OF TEXAS

(1) Page 1. Section 4.1
Add the following sentence: "The Secretary shall serve subject to the pleasure of the Board and may be removed by the Board at any time."

(2) Page 2. Section 4.24
Delete all after the word "Board" in the third line.

(3) Page 3. Section 6.15
Rephrase as follows:

6.15 Committee of the Whole -- The Committee of the Whole shall meet prior to sessions of the Board to receive items for deliberation from standing and special committees and from the President, and to receive special matters from the administrative heads of the component institutions which have been cleared previously by the President.

(4) Page 3. Section 6.16
Change to read as follows: "The Executive Committee shall be composed of the Chairman of each standing committee, including the Chairman of the Executive Committee."

(5) Page 4. Section 6.17
Under this section delete subsections 6.171 through 6.175 and substitute the following:

6.171 Consider and make recommendations relating to matters of academic policy and student life in the general academic institutions.

6.172 Study and make recommendations relating to developmental matters concerning the entire University.

6.173 Consider all matters relating to legislative matters affecting the University, matters relating to other state agencies and departments and municipal and federal agencies, and perform such continuing duties as are usual and customary for a committee charged with legislative and inter-agency responsibilities.

6.174 Consider all matters affecting the growth and usefulness of the libraries of the University.

6.175 Consider all matters affecting the conduct and management of Intercollegiate Athletics.

6.176 Consider all matters affecting the Texas Memorial Museum which have not been delegated to other committees of the Board.

6.177 Consider and make recommendations concerning the docket.
6. 178 Consider all matters where the Board's approval is required or desirable not assigned to another committee unless such matters have been placed on the agenda of the Committee of the Whole by the Chairman of the Board or the President.

(6) Page 4. Section 6.110
Delete the present statement of duties and substitute the following: "The Land and Investment Committee shall consider and make recommendations on all matters relating to (a) the investment of the Permanent University Fund and all trust and special funds, (b) management of the state lands constituting the permanent endowment of the University, (c) the acquisition, management, and sale of trust property and special funds, and (d) the issuance of bonds.

(7) Page 5. Section 7.25
Under special items list "b. Members of the Board of Regents.", and reletter the present listing.

(8) Page 5. Section 7.61
Reword the third sentence to read as follows: "Communications sent directly to Board members shall be acknowledged, if desired, and if deemed necessary by the recipient, immediately referred to the President, with a copy to the Chairman of the Board for appropriate action."

At the end of the section add the following: "Nothing herein shall be construed to prevent members of the Board of Regents from informing themselves as to their duties and obligations in such manner as they may deem proper. The regular channel of communication with members of the Board is through the President; however, each Board member shall determine the propriety of any direct approach to him by any employee of the University."

(9) Page 5. Section 7.7
Change to read as follows: "Matters of public interest will be given, as promptly as possible after each meeting, to the Press by the Director of the News and Information Service under the direction of the Chairman of the Board or the President."

(10) Page 6. Section 7.62
Delete the second sentence and rephrase the first sentence as follows: "Notice of desire to appear before the Board shall be filed in duplicate with the President at least ten days prior to the meeting of the Board, and a copy shall be sent to the Chairman of the Board at least three days prior to such meeting."

(11) Page 6. Add the following Sections 7.64 and 7.65:

7.64 A docket, including items related to Central Administration and each component institution, summarizing routine matters requiring either advance approval or post-approval of the Board of Regents in accordance with established policies of the Board, shall be prepared as directed and approved by the President and shall be transmitted to the members of the Board in advance of each meeting. Policy matters, changes in the Rules and Regulations of the Board, and other matters other than of a routine nature shall be listed on the agenda compiled by the Secretary of the Board when such items have been approved by the President or the Chairman of the Board, or
when specifically requested by a member of the Board. The
docket shall be referred to and approved by the Academic and
Developmental Affairs Committee.

7.65 All matters to be considered by the Board at any meeting shall
be mailed or delivered to each member of the Board of Regents
customarily at least ten days in advance of the meeting at which
they are to be considered. Each such matter shall be accom-
panied by a summary of the facts pertaining thereto, the needs
for action thereon, and the President's recommendations.
Where financial matters are involved the summary shall show
the method of competition, if any, the names and offers of
all interested parties, and generally sufficient information to
show the reasons for and fairness of each transaction. The
President's recommendations shall state whether or not they
are fully concurred in by any institutional head involved, and
if not, the views and recommendations of the institutional head
shall be included. Any opposing views to the President's recom-
mendations shall be fairly stated to the Board committee con-
sidering the matter or to the Committee of the Whole either in
writing or orally as the President may direct prior to official
Board action on the matter. Any matter not sent to the mem-
ers of the Board of Regents, documented as herein provided,
at least five days in advance of the meeting at which it is to
be considered shall go over to the next meeting for consider-
ation; provided, however, that if sufficient emergency exists
requiring immediate action, and it appears that the delay was
unavoidable, this requirement may be waived by a two-thirds vote
of the Board upon recommendation of the appropriate committee.

(12) Page 6. Section 7.8
Add the following as a new section:

7.8 Political and otherwise obviously controversial matters.
The Board of Regents reserves to itself the responsibility
for passing upon matters of a political or otherwise obviously
controversial nature which represent an official position of
the University or any institution or department thereof. State-
ments on such matters as the Board may deem advisable to
make shall be made through the Chairman of the Board or the
President. No Regent, officer, or faculty or staff member
shall make or issue any public statement on any political or
other subject of an obviously highly controversial nature
which might reasonably be construed as a statement of the
official position of The University of Texas or any institution
or department thereof, without the advance approval of the
Board of Regents. The intent of this policy statement is not
to stifle the right of freedom of speech of anyone speaking in
a personal capacity where he makes it clear that he is not
speaking for the University. Matters of an emergency nature
shall be cleared through the President with the Chairman of
the Board of Regents.

(13) Page 7. Section 2
Strike the word "only" in the last line and add at the end of the sentence
"and through him to the Board of Regents."
(14) Page 8. Section 6.115
Change to read, "With the aid and advice of the Board of Regents, representing the University with the Legislature."

(15) Page 8. Section 7.1
Change the first sentence to read as follows: "The Vice-President for Administrative Services is a line officer who, under direction from the President, is to represent, with the aid and advice of the Board of Regents, the University in its relations with the Legislature, state agencies, and other higher education institutions."

Delete all of Section 7.3 and renumber the following sections accordingly.

(17) Page 12.
Delete Section 7.53 and renumber Section 7.54 as 7.53.

(18) Page 14.
Delete Section 7.815.

(19) Page 18. Section 9.3
Reword as follows: "The Council on Medical Affairs is established to formulate forms and advise the President regarding medical, dental, and nursing institutions or schools. It shall be composed of the Executive Dean and Director of the Medical Branch, the Dean of the Southwest Medical School, the Director of the M. D. Anderson Hospital and Tumor Institute, the Dean of the Dental Branch and the Dean of the Post Graduate School of Medicine. The Chairmanship shall be rotated in the above order annually. Meetings shall be held at the call of the Chairman and by a request of the majority of the Council members. The Council shall report and be responsible to the President."

(20) Page 19. Section 1.4
Delete the word "reputation" in the last line.

(21) Page 27. Section 6.4
Reword as follows: "Dismissal or demotion of classified or nonteaching personnel will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the institutional head, and in case of such dismissal or demotion any appeal shall be reviewed by the institutional head."

(22) Page 30. Section 10.2
Substitute the following for the present wording: "The regular channel of communication with members of the Board is through the institutional head or the President; however, each Board member shall determine the propriety of any direct approach to him by employees of the University. Likewise, nothing in this section is intended to prohibit faculty and staff members from responding to direct requests from individual Regents, and in any such instance it is the responsibility of the Regent to determine whether he will report the matter to the institutional head and the President."

(23) Page 31. Section 11
Reword as follows:

Section 11 Communication with the Legislature and other State Agencies or Officials. The President and the Board of
Regents are the only proper channels through which recommendations of the administration of the University as a whole or in any of its parts should reach the Legislature or other state agencies or officials.

Delete 11.2, through 11.5.

(24) Page 32. Section 13.2
Add the words "faculty or" in front of the word "staff" in the first line.

Section 13.3 Add the words "or staff" after the word "faculty" in the first line.

Section 13.4 In the first line delete the word "teaching" and substitute the words "faculty or". In the second sentence delete "a member of the staff" and substitute "he."

(25) Page 35. Section 18.2
Change the period to a comma and add the words "subject to controlling provisions of State law."

(26) Page 46. Section 2
Delete this entire section and substitute provisions approved by the Board of Regents at the November meeting of the Board.

(27) Page 49.
Delete Section 3.18.

(28) Page 60. Section 2.3
Delete the words "and the institutional supplements" in the first sentence. Reference to Part I and Part II should be changed to read Part One and Part Two.

Section 3.2 Add the words "members of the Board of Regents," in front of the words "the President" in the second line.

Section 4.1 Rephrase as follows: "The rules and regulations contained herein may be added to or amended by a majority of all of the members of the Board at any duly called meeting; provided, however, that any proposed amendment to Part One of these rules and regulations must first be filed with the Secretary of the Board, in writing, and a copy thereof given to each member of the Board not less than thirty (30) days before the meeting at which it is adopted, or such proposed amendment to Part One must receive the required vote at two duly called meetings of the Board."

Section 4.2 Reword as follows: "Amendments and additions to Part Two of these rules and regulations shall not require such prior notice or approval at two meetings."

Section 4.3 Delete all of the present wording and substitute the following: "Classification of material under Part One and Part Two of these rules and regulations shall be made by the President subject to change by the Board."

Section 5 Reword as follows: "Distribution of Amendments."
After any change in these rules and regulations or in the institutional supplements, the Secretary of the Board shall conform the official copies and shall send corrected pages containing such changes for substitution in copies in the possession of members of the Board, administrative officers, or others on an official list in the Office of the Secretary of the Board."

(29) The following policy was approved to be inserted at the proper place:

Policy re Students Who Do Not Pay Their Bills.

The University is not responsible for debts contracted by individual students or by student organizations. On the other hand, the University expects all students and student organizations to conduct themselves honorably in all commercial transactions. The University will not assume the role of a collection agency for organizations, firms and individuals to whom students may owe bills, nor will the University adjudicate disputes between students and creditors over the existence or the amounts of debts. A student, however, is expected to perform his contractual obligations and in the event of conduct on the part of a student clearly demonstrating a flagrant disregard of his commercial obligations (refusal to pay or meet admitted debts or obligations will be thus construed), action will be taken appropriate to the age of the student and other circumstances:

(a) In the event of such conduct, the parents of minors will be notified and requested to intervene.

(b) In the case of a married student or a student over 21 years of age, the student will be requested to make prompt payment or to negotiate a reasonable plan for payment with his creditor or creditors.

(c) In the event that the actions prescribed in (a) and (b) above do not result in the payment or agreement to pay admitted obligations, one or more of the following actions, as determined appropriate in the particular case, may be taken:

   (c. 1) A bar against readmission of the student.
   (c. 2) Withholding of the student's grades and official transcription.
   (c. 3) Withholding of a degree to which the student otherwise would be entitled.
January 18, 1960

Mr. Lanier Cox
Vice-President for Administrative Services
The University of Texas
Austin 12, Texas

Dear Lanier:

I have checked through the remainder of Part I of the rules and regulations of the Board of Regents and have made notations on my copy beginning with Chapter II indicating my suggestions with respect thereto. I enclose herewith my copy of the suggested rules containing my notations to the end that you may check them out between now and the time of our Wednesday conference.

If you will have your secretary prepare a list of these suggestions, I can pick up my copy Wednesday.

There is no great rush as far as I am concerned as I had understood that these rules would be under continuing study and subject to further revision, except that I understand adoption of both Parts I and II of these rules is proposed for our January meeting, and I note that the last section of Part I provides that Part I cannot be amended except by the formal procedure set forth therein. I do not want to get in a position where I am trying to change the rules approved by the Board but rather to participate in originally determining what rules we shall adopt.

Sincerely,

Bill

W. W. Heath

Enclosure
1. Page 4. Change 6.177 proposed by me to read:

"6.177. Consider all matters where the Board's approval is required or desirable not assigned to another committee. Where the Chairman of the Board or the President deem it advisable, a matter may be referred to the Committee of the Whole rather than to a standing committee, but each matter where Board approval is desirable or necessary shall come to the Board of Regents in official meeting with a recommendation and report from a Board committee."

2. Page 6. Add the following section.

Sec. 7.65 All matters to be considered by the Board at any meeting shall be mailed or delivered to each member of the Board of Regents customarily at least ten days in advance of the meeting at which they are to be considered. Each such matter shall be accompanied by a summary of the facts pertaining thereto, the needs for action thereon, and the President's recommendations. Where financial matters are involved the summary shall show the method of competition, if any, the names and offers of all interested parties, and generally sufficient information to show the reasons for and fairness of each transaction. The President's recommendations shall state whether or not it is fully concurred in by the institutional head involved, and if not, wholly or in part, same shall state the views and recommendations of the institutional head. If opposing views are expressed prior to the recommendations, such views shall be fairly stated to the Board committee considering the matter or to the Committee of the Whole either in writing or orally as the President may direct prior to official Board action on the matter. Any matter not sent to the members of the Board of Regents, documented as herein provided, at least five days in advance of the meeting at which it is to be considered shall go over to the next meeting for consideration, provided, however, that if sufficient emergency exists requiring immediate action, and it appears that the delay is unavoidable, this requirement may be waived by a two-thirds vote of the Board.
SUGGESTED CHANGES IN PART ONE IN THE RECOMMENDED
RULES AND REGULATIONS OF THE BOARD OF REGENTS

(1) Page 4. Sec. 6.17. Under this section delete sub-
sections 6.171 through 6.175 and substitute the following:

6.171 Consider and make recommendations relating to
matters of academic policy and student life in the
general academic institutions.

6.172 Study and make recommendations relating to develop-
mental matters concerning the entire University.

6.173 Consider all matters relating to legislative
matters affecting the University, matters relating
to other state agencies and departments and
municipal and federal agencies, and perform
such continuing duties as are usual and customary
for a committee charged with legislative and inter-
agency responsibilities.

6.174 Consider all matters affecting the growth and use-
fulness of the libraries of the University.

6.175 Consider all matters affecting the conduct and
management of Intercollegiate Athletics.

6.176 Consider all matters affecting the Texas Memorial
Museum which have not been delegated to other
committees of the Board.

6.177 Consider and make recommendations concerning the
docket.

6.178 Consider all matters where the Board's approval is
required or desirable not assigned to another com-
mittee unless such matters have been placed on the
agenda of the Committee of the Whole by the Chairman
of the Board.

(2) Page 4. Sec. 6.110. Delete the present statement
of duties and substitute the following: "The Land and Investment
Committee shall consider and make recommendations on all matters
relating to (a) the investment of the Permanent University Fund
and all trust and special funds, (b) management of the state
lands constituting the permanent endowment of the University,
and (c) the acquisition, management, and sale of trust property.
(3) Page 5. Sec. 7.25. Under special items list "a. Members of the Board of Regents.", and reletter the present listing.

(4) Page 5. Sec. 7.61. Reword the third sentence to read as follows: "Communications sent directly to Board members shall be acknowledged, if desired, and if deemed necessary by the recipient, immediately referred to the President, with a copy to the Chairman of the Board for appropriate action."

At the end of the section add the following: "Nothing herein shall be construed to prevent members of the Board of Regents from informing themselves as to their duties and obligations in such manner as they may deem proper. Although the regular channel of communication with members of the Board is through the President, members of the faculties and staffs are not prohibited from communicating directly with members of the Board, and each Board member shall determine the propriety of each such direct approach."

(5) Page 6. Sec. 7.8. Add the following as a new section.

7.8 Political and otherwise obviously controversial matters.

The Board of Regents reserves to itself the responsibility for passing upon matters of a political or otherwise obviously controversial nature which reflect an official position of the University or any institution or department thereof. Statements on such matters as the Board may deem advisable to make shall be made through the Chairman of the Board or the President. No Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously highly controversial nature which might reasonably be construed as a statement of the official position of the University of Texas or any institution or department thereof, without the advance approval of the Board of Regents. Matters of an emergency nature shall be cleared through the President with the Chairman of the Board of Regents and the Academic and Developmental Affairs Committee of the Board. The intent of this policy statement is not to stifle the right of freedom of speech of anyone speaking in a personal capacity where they make it clear they are not speaking for the University.
Mr. Lanier Cox
Vice President for Administrative Services
The University of Texas
Austin 12, Texas

Dear Lanier:

I would greatly appreciate it if you could find the time to review the various suggestions I have made and which I discussed with you, Jim Dolley, Charlie Sparenberg and Logan last week concerning the Regents' rules and regulations, and prepare another memorandum similar to the last one you prepared for me, including the later suggestions, outlining with respect to each item just what we agreed to jointly recommend to the Special Committee on Board Procedures as you understand it. You will recall that on most items we came to a complete agreement one way or the other, but toward the end of our session as time grew short, several matters were disposed of rather hurriedly with the understanding that you would try writing what you considered would carry into effect the agreements tentatively reached.

I recall specifically a couple of items which you were to work on. One was the matter of compromise of my suggestion which would permit freedom of the Regents (they have that freedom in spite of any rule that may be adopted) to familiarize themselves with their duties and responsibilities as individual Regents in whatever manner each deems best, and permitting officers, faculty members and employees to talk to the Regents just as they can to everybody else rather than forbidding them to communicate directly with the Regents. I believe our understanding was that you would prepare something which would in effect recite that the customary procedure and line of authority is through the President, but that the individual Regent would use his best judgment in determining how to familiarize himself with his duties and responsibilities and with respect to conversations or other communications to, with or from officers, faculty members and employees.

In that connection, I want to say that I served as a member, and for some time as Chairman, of the State Hospital Board
which has its central office and four separate institutions with several thousand employees located in Austin. We had no rule which would have the effect of prohibiting employees to talk to the Board, yet I cannot remember a single instance when any employee of the Hospital Board attempted to initiate a conversation or otherwise take up any hospital business with me other than through normal channels, notwithstanding that I lived right here in Austin and was Chairman of the Board for quite a while. Therefore, I am not particularly concerned about being swamped with University people coming to my office. I am perfectly willing to go along with a compromise, as suggested by Logan, if all concerned can agree upon proper verbiage, but not on the basis that the rule will be of any particular help to me or the rest of the Regents.

A second suggestion which I made, which you were to do some work on, was one creating a new Standing Committee on legislative, political and public relations matters. You advanced the thought that the Legislature might not feel kindly toward a legislative committee. I do not agree with this position. Many state boards such as the Hospital Board and the Prison Board (I am familiar with these) have legislative committees and have had for many years, and I have never heard of any criticism they have received on that account. It seems quite obvious to me that the Legislature would be interested in obtaining the views and positions of the University Board of Regents on proposed legislation affecting the University. Since it is not practical for the whole Board to be present, and since the Board largely discharges its duties and responsibilities through the committee system, I would think the Legislature would be pleased to have such a committee which they felt was authorized to act for the Board in such matters, and would be displeased to feel that the Board did not consider them of enough importance to ever designate a committee to work with them. I strongly feel that the greatest duty and obligation the Board of Regents has is to represent the University in legislative, political and public relations areas and that some committee should have the duty of functioning in these areas. Personally, I am not concerned with whether one of the current standing committees or a special committee is appointed to handle these matters, as long as the committee is composed of people willing to work in these areas. However, I do want to emphasize that I would strongly oppose limiting the duties of such a committee in working with the Legislature when it is in session. I believe such a committee should be a continuing one with the duty of functioning and advising with the Administration on political, legislative and
public relations matters.

In that connection I assume that Logan approves the suggestion I made reserving to the Board of Regents rather than to indi-
vidual Regents, officers, faculty members or employees the
responsibility for determining the highly controversial poli-
tical and public relations matters which provided for interim
emergency approvals by the new committee I suggested which
would function in those fields, and I hope I am correct in my
assumption, as no question was raised about this suggestion
that it has the approval of the President's office, including
the interim approval matter just mentioned. Since we under-
took to discuss all my suggestions which might not be entirely
agreeable to the President's office, I am sure if there had
been any objection to this important policy matter it would
have been brought up.

After you have put on paper your understanding of the results
of our conference, I would like to set up a meeting with you,
or with you and Logan, at the end that at the time the committee
on special board procedures meets Thursday of next week, we can
take these suggestions to them as the joint recommendations of
the President's office and me and be sure that if there are
areas of disagreement which cannot be resolved prior to that
time, we have them pin-pointed, which I believe will save time
for all of us, including the committee.

I have one additional suggestion which I will have prepared
for discussion with you, or with you and Logan as the case
may be (if Logan can find the time, I think it would be help-
ful for him to be present), whenever we get together next
week and will relate to timing and method of submission of
materials to the individual Regents preliminary to our Regents'
meetings. Logan and I have in the past discussed the problems
here involved. There seems to be nothing on this in the sug-
gested rules and regulations furnished me, and it seems to me
that our rules on procedure should set forth what is to be
furnished the Regents preliminary to our meetings and when.

I am trying to get away on an out of state trip, returning
Friday night the 15th, and have dictated this very hurriedly
in order that you may have it tomorrow. If this is not too
coherent, I hope that you will understand that I have had to
dictate rather hurriedly without proper organization of my
thoughts and will have to let it be mailed without an opportunity to look back over it.

Will you please call me on this Monday or Tuesday.

Sincerely yours,

W. W. Heath

cc: Miss Betty Anne Thedford
Secretary of the Board of Regents
University of Texas
Austin 12, Texas
PROPOSED CHANGES IN THE FISCAL REGULATIONS OF THE
BOARD OF REGENTS SUGGESTED BY MR. HEATH

(1) Page FR-3. In Sec. 1.4 change the period at the end of the first sentence to a comma and add, "the President and the Board of Regents through the Institutional Docket."

Add the following sentence at the end of this section: "Agency Funds shall be expended in accordance with the limitations of the agency agreement and the applicable Rules and Regulations of the Board of Regents."

(2) Page FR-14. In Sec. 11 change the wording following the last comma to read "with the initial memberships approved by the institutional heads and by the President."

(3) Page FR-24. In Sec. 16 change the last sentence to read "any settlement over $1,000 and under $10,000 shall be approved by the President as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting."

Add the following sentence: "Settlements in the amount of $10,000 or more must have the advance approval of the Board of Regents."

(4) Page FR-27. Sec. 6.2 should be renumbered as Sec. 6.3 and the last sentence deleted. The following statement should be added as Sec. 6.3: "Prosposals for space leases require the approval of the President and the Board of Regents, and lease contracts drawn in accordance with such approval shall be signed by the University Comptroller."

(5) Page FR-31. Change Sec. 1.142 to read: "Advise his chief executive officer and the System Personnel Advisor of any violation or abuse of this policy."

(6) Page FR-35. In Sec. 2.14 delete the second sentence and add the following: "Any settlement over $1,000 and under $10,000 shall be approved by the President as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of $10,000 or more must have the advance approval of the Board of Regents."
(7) Page FR-37. In Sec. 2.42 change the final period to a semicolon and add the following: "provided, however, that such additional work does not interfere with the regular full-time duties of the individual."

(8) Page FR-53. In Sec. 5.2 change the last sentence to read, "Unless otherwise authorized by the Board, insurance policies shall be purchased on competitive bid basis."

(9) Page FR-53. In Sec. 5.4 delete the last sentence and add the following: "Any settlement over $1,000 and under $10,000 shall be approved by the President as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of $10,000 or more must have the advance approval of the Board of Regents."

(10) Page FR-61. In Sec. 4.55 change the period to a comma and add, "with copies to the President and to each member of the Buildings and Grounds Committee of the Board."
Mr. Thornton Hardie  
Mr. J. Lee Johnson, III  
Mr. Mason H. Meaden, Jr.  
Special Committee on Board Procedures

Dear Thornton, Lee and Mason:

I wish to make the following suggestions with respect to the rules we propose to adopt as relates to Part One, Chapter I, THE BOARD OF REGENTS.

I. Suggestion that a new Standing Committee be named by:

(a) Adding to "Sec. 6. Committees" under "6.1 Standing Committees.--- at the end thereof "(g) Legislative and Inter-Agency Committee."

(b) Reasons for suggested addition

One of, if not the most important, functions of the Board of Regents is to act as a liaison between the University, the Legislature, the Governor, other state officials and departments, as well as federal and municipal officers and agencies, because we are the direct representatives of the people by appointment of the Governor and confirmation by two-thirds of the Senate, yet we have no committee whose duty is to function in that area. During the last sessions, I did a great deal of legislative work, which I hope had some value, without authorization from the Board to do so. I still do not know whether the Regents are expected to function in such matters only upon the request of the Administration and whether my activities met the approval of the Board, as nowhere in the rules did there seem to be any authorization for any committee or individual Regent to so function. It may be best to assign the duties ordinarily performed by such a committee to one of our present Standing Committees, and if that is deemed best, same is satisfactory to me, but I strongly feel that these duties should be assigned to some Board committee to whom the Board can look for leadership and recommendations in such matters.
2. Suggestion as to duties of proposed Legislative and Inter-Agency Committee or as addition to duties of some present Standing Committee by:

(a) Adding a new sub-section "6.112 Legislative and Inter-Agency Committee.—It shall consider all matters relating to legislative matters affecting the University, Inter-Agency matters with other state departments, as well as municipal and federal agencies, political and public relations matters, the News and Information Service, the Daily Texan, and other publications of the University, performing such duties as are usual and customary to a Legislative and Inter-Agency Committee."

(b) Reasons for suggested duties

I have no pride of authorship and merely feel that in some appropriate language the usual, customary duties of such a committee should be assigned to some Standing Committee of the Board.

3. Suggestions with respect to additional committee duties.

(a) Under the duties of the Academic and Developmental Affairs Committee, I would suggest that we add the following two sub-sections:

6.176 Consider and make recommendations concerning the Docket.

6.177 Consider all matters where the Board’s approval is required or desirable not assigned to another committee.

(b) Reasons for suggested additional duties.

I believe we agreed at our last meeting that the Docket would in the future be reviewed by a Standing Committee (if my recollection serves me correctly, we agreed on the Academic and Developmental Affairs Committee, if not, this duty should be assigned to the committee agreed upon) to avoid past experiences of important matters such as raising the law school entrance qualifications, leasing an office building in Midland, and signing a new Main University gas use contract raising our gas costs many thousands of dollars per year, never going to any committee but being passed on as routine matters buried in the Docket.
the principle of the thing, for a change in this proposed rule but whatever rule we adopt is to govern whoever may occupy the respective positions, and I, personally, do not feel I have the right to tell my fellow Regents who they can write a letter to and what the letter has to contain or who he can talk to about University business.

7. Suggested new sub-section under Section 7, Rules of Procedure.

(a) Adding a new sub-section 7.7 as follows:

7.7 Political and Otherwise Obviously Controversial Matters.

The Board of Regents reserves to itself the responsibility for passing upon matters of a political or otherwise obviously controversial nature, making its statements as it may direct through the Chairman of its Board or the President. No Regent, officer, faculty or staff member shall make or issue any public statement on any political or other subject of an obviously highly controversial nature which might reasonably be construed as a statement of the official position of the University or any institution or department thereof without the advance approval of the Board of Regents. Matters of an emergency nature may be cleared through the President with the Legislative and Inter-Agency Committee of the Board.

(b) Reasons for suggestion

The Board of Regents are by statute responsible for the University and if the University is to be put into politics or other serious controversy which was obvious from the beginning would result in controversy, I want us to get ourselves into it and not somebody else. I would like to have an opportunity to voice my opinion and cast my vote as a matter of record on such matters. I do not want to stifle the right of freedom of speech to anyone speaking in a personal capacity where they make it clear they are not speaking for the University. The public is not going to believe that the Regents would permit the University to be committed on controversial political matters without their approval. If the majority
of the Regents disagree with me, then I feel we should adopt a rule specifying just who does have the authority to commit the University on political and otherwise highly controversial matters and issue a statement to the Press to that effect in order that the public may know who passes on such matters. The Regents are directly responsible to the political people in authority of whom the public at large is the ultimate body politic. We are directly appointed by the Governor, who is in turn elected by the people, and are confirmed by two-thirds of the Senate, and the people expect us to make political and highly controversial decisions. While I feel a new committee should be appointed to review for the Board legislative and other political and public relations matters, the Board might prefer to clear emergency matters of this kind through the Executive Committee. If so, I have no objection. I simply think the Board ought to pass on obviously controversial matters and if not, that the matter should be pin-pointed in the Board policies and rules.

8. Without making specific recommendations, I wish to call attention to the following:

(a) Section 7.7 may imply that the only way the Press is to obtain information of the Board's actions is through the Director of News and Information Service and possibly could be more diplomatically worded.

(b) Section 6.110 relating to the duties of the Land and Investment Committee does not cover various duties currently being performed by the committee such as reviewing grazing and surface leases, water permits, caliche permits, right-of-way easements, matters relating to trust funds (other than the acquisition and sale thereof) such as rentals, leases, and other matters relating thereto, etc. Since I am not a member of this committee, I merely call this to your attention. In that connection, it is my feeling that the rules should provide that the laws and rules and regulations relating to the sale, renting, leasing, and otherwise contracting with respect to state property should also be applicable to trust properties as far as same may be applicable and where not in conflict with the conditions of the trust.

(c) We have numerous contracts of a miscellaneous nature involving considerable amounts of money such as the lease on
the Midland building, contract for gas service at the Main
University, etc. which are not currently reviewed by any
committee. I would suggest a rule which would read: "A
Standing Committee (perhaps it should be named) shall review
and approve in advance all contracts or acts of whatever
nature not otherwise provided to be reviewed by a committee
of the Board involving the expenditure of $20,000.00 or more
in any fiscal year."

Some of the suggestions above made are in the nature of clarifi-
cation or editorial in their character. A few involve basic
matters of policy. Of course, they are merely suggestions,
but I do feel that each Regent should feel completely free to
discuss and make some suggestions with respect to the policies
of the Board of Regents which are nothing more than the ground
rules under which the University will function because, as I
see it, our primary function and duty is to ourselves establish
the policies through which we will function and which will
guide the administration in carrying out such policies.

Sincerely yours,

W. W. Neath

[Signature]

Mr. Lanier Cox
Miss Betty Anne Thedford
December 16, 1959

Mr. W. W. Heath
Perry-Brooks Building
Austin, Texas

Dear Mr. Heath:

Enclosed is the first part of the revised Rules and Regulations of the Board of Regents, entitled, "The University System." This, together with the Fiscal Regulations and the "Main University Supplement," gives you a complete set of the drafts completed to date. If your copy should turn up, we should appreciate having this returned.

Within a few days, I hope to be able to send you the summary of your questions and comments concerning the Fiscal Regulations, as well as our responses. According to your instructions, we shall not attempt to present all of this to the full Board at the January meeting. Some of your suggestions can be incorporated within the scope of our authority to make editorial changes without further approvals by the Board. Others you will probably want to discuss further with Dr. Wilson before putting them into final form for full Board discussion.

Sincerely yours,

Lanier Cox
Vice-President for Administrative Services

cc: Dr. Logan Wilson
Enclosure
Mr. Thornton Hardie
El Paso Natural Gas Company Bldg.
El Paso, Texas

Dear Judge Hardie:

I have completed my reading of the Rules and Regulations of the Board of Regents, with the exception of those relating to fiscal matters which I received this morning. By and large, my recommendations are de minimis.

In reviewing the draft of Rules and Regulations transmitted to me, I note the possible deletion of the position of Vice President for Medical Affairs, as well as the Medical Council, and if such deletions are enacted, I would be curious to know what procedure will be followed in handling matters related to our medical branches. No doubt this matter has been given study by the Administration, and we will be informed in greater detail at our next meeting. I do feel that an adequate procedure should be provided whereby all matters incident to the medical branches can be routed to central Administration as expeditiously as possible.

In Chapter I Section 5.15 we perhaps should make some reference to "special committees" inasmuch as specific references to "standing committees" has been made.

In Chapter III Section 11 I wonder why the various subheads on relations with the Legislature have been deleted? I would suggest that in the old Section 11.1 we include the word "agencies" since we have made reference to the "Legislature and other State officials and authorities."

I am looking forward to seeing you next week. With kindest regards I am

Sincerely yours,

W. H. Madden

cc: Mr. Lee Johnson
    Mr. Lanier Cox
    Miss Betty Ann Thedford
March 6, 1959

Mr. J. R. Sorrell
901 Driscoll Building
Corpus Christi, Texas

Dear Bob:

Your "dead hand" suggestion about the handling of official documents for the Chairman's signature through the Secretary of the Board of Regents rather than miscellaneous offices of the University seems to me to be a good one. I am circulating copies of your letter to all persons involved, with the request that hereafter this be uniform procedure.

Sincerely yours,

Logan Wilson

LW k

cc: Dr. Casberg
    Mr. Cox
    Dr. Delley
    Dr. Easkey
    Dr. Ransom
    Mr. Sparenberg
    Mr. Stewart
    —> Miss Thedford
February 19, 1959

Dr. Logan Wilson  
President, The University of Texas  
Austin 12, Texas

Dear Logan:

You might describe this letter as the writing of a "dead hand."

I have had one thought since I have been chairman of the Board that if I were to remain chairman would result in a change of the handling of official documents which are mailed out for the chairman's signature. I think it might be well for you to consider it for the handling of such documents in the future.

I have received official documents for signature from various offices, and I would much prefer that all official documents be transmitted to the chairman through the office of the Secretary of the Board of Regents and returned to that office for attest by the secretary, and in some instances for notary acknowledgments. In the instances where these are received from other offices, they are accompanied by envelopes for return to the mailing office rather than the secretary's office, but are returned without the attest of the secretary, and in some instances without the notary acknowledgments being completed.

If I were to continue as chairman, I would much prefer the handling through the secretary's office, and I think it would tend to insure the chairman in his thought that his signature would be attested by the secretary, and that the action had been authorized by the Board.

With best regards, I am

Very truly yours,

J. R. Sorrell

JRS:gr
November 20, 1958

Dr. Logan Wilson  
President  
The University

Dear President Wilson:

As you know, the Rules and Regulations of the Board of Regents are currently under revision. Miss Thedford informs me that in all likelihood the revision will be completed within the next several months.

I wish to recommend the changing of one phrase in an amendment to the Rules which was adopted at the April 26, 1958 meeting of the Board, and which pertained to the retirement of Deans and Departmental Chairmen at the close of the long session in which their 65th birthday occurs. I suggest substituting fiscal year for long session. The rule would then read as follows:

Retirement of Deans and Departmental Chairmen.—Every Dean of the Main University of the University of Texas and every Departmental Chairman will retire as Dean or Departmental Chairman, as the case may be, to appropriate teaching status in his particular field at the close of the fiscal year in which his 65th birthday occurs.

Because no one will be affected by this change for 1959-60, I suggest that it simply be incorporated in the revisions of the Rules now under way.

Sincerely yours,

H. H. Ransom

Approved copies to: Miss Betty Anne Thedford (2)  
H. H. Ransom
SUGGESTED FORMAT FOR SUMMARY OF MR. HEATH'S QUESTIONS AND MR. COX'S REPLIES

FR 3. Sec. 1.4. Should we have a statement inserted in this section that agency funds be accepted only on approval of the Board of Regents and be expended in accordance with the limitations of the agency and subject to the rules of the Board?

FR 5. Sec. 3.3. Is it appropriate for a post-audit to be done under the supervision of the business officers whose work is being audited?

LC: Do we have internal review of audit actions all over the component institutions?


(LW to report on orally at January meeting of Board.)

FR 9. Sec. 1.1.23. ADD: ...with copies to the President and each member of the Board.

FR 11. Sec. 4. Revise to reflect new policy of Board as to amounts of local funds in depository banks.

FR 12. Sec. 7.2 Why is voucher preparation decentralized at Main University as compared to centralized preparation in other institutions?

FR 13. Sec. 8.2 and 9.2. What is distinction in use of term, "State Funds" vs. "Local Funds"?

LC: There is a universal certification or notarization requirement. The only difference in the handling is the distribution of copies of the voucher.

FR 14. Sec. 10.1 Comment: Probably the statement following in Sec. 10.2 satisfies the requirement for diligence.

FR 14. Sec. 11. ADD AT END: ...and by the President.
FR 14. Sec. 12.2. Who approves pay rolls prepared by Auditor for all regular salaried employees?

LC ANS: Prepared on basis of previously approved Regents' budget or approved budget changes.

FR 17. ADD Sec. 13.28 Approvals of travel shall not be routine or perfunctory, but shall be only after the executive head, or other authorized representative, has carefully examined the purpose and the need for such trip with a view to the economic handling of all travel funds.

LC: Mr. Heath would like all funds for travel to be in separate travel accounts with travel expenses limited to the amounts approved in these accounts by the Board in the annual budget. Any increase in a travel account would require the approval of the President and the Board of Regents. This can be effected by changes in the "budget policies" appearing in the front of each annual budget approved by the Board.
CONTINUATION OF MR. HEATH'S COMMENTS AND QUESTIONS ON FISCAL REGULATIONS:

FR 22. Sec. 13.3103. Add statement on the Board of Regents' policy on compensation received from bowl games.

FR 23. Sec. 14.4. Mr. Heath is interested in our experience as to proper use of postage stamps and controls on their use. He suggests that a requirement be added specifying the use of postage meters except in certain designated areas or offices and that postage stamps be accounted for in accordance with the requirements for petty cash.

Sec.
FR 23/14.5. Change last sentence to read: "Personal long distance calls shall not be charged to institutional accounts." Mr. Heath suggests also that all long distance calls made by personnel below certain academic or administrative levels should have the approval of a superior prior to placing the call.

FR 23. Sec. 14.6. Mr. Heath suggests the addition of a sentence to read: "Copies of all telegrams shall be filed with and shall be checked against the bill before it is paid."

FR 24. Sec. 15. The institutional head should file with the institutional supply center a list of approved persons to receive supplies and equipment. Appropriate rules and regulations deemed suitable to provide efficient and economic operation should be issued administratively.

FR 24. Sec. 16. This section and subsequent sections dealing with claims and settlements should be made to conform. Settlements involving amounts in excess of some determined figure should require advance approval of the Board rather than merely subsequent ratification.

FR 25. Sec. 2. Add the sentence: "Violations of this policy shall be reported promptly to the President and to the Board of Regents."

FR 25. Sec. 3.1. Mr. Heath raises the question whether the authority granted to the institutional head should be left at that level or should require also the approval of the President. As an alternative, a report of all such specific authorizations might be made to the President and to the Board.
FR 27. Sec. 6.2. Section 6.2. should be renumbered 6.3, and the last sentence of 6.2 as it now reads should be numbered 6.2 and be rephrased as follows:

6.2. Proposals for space leases require the approval of the President and the Board of Regents, and the lease contracts drawn in accordance with such approval shall be signed by the University Comptroller.

FR 28. Sec. 8. This section should be clarified to permit window units to be installed without advance approval of the Board.

FR 31. Sec. 1.142. Should not the President and/or the Board also be advised?

FR 35. Sec. 2.11. Mr. Heath believes this section is too indefinite and does not place responsibility for requiring excess coverage. Substitute for the second sentence the following: All employees shall be covered in the amount of $5,000. It shall be the responsibility of the University Comptroller to recommend to the President the administrative and business officials who are to be covered in amounts in excess of this figure and the amount of coverage for each. (last sentence in section remains as is.)

FR 35. Sec. 2.14. This section should be made consistent as to claims and settlements with Section 16 on Page 24.

FR 37. Sec. 2.421. Mr. Heath suggests adding, following the word projects in the 4th line, "provided such additional work does not interfere with the full-time duties of the individual,"

Mr. Heath would like to have as information for the Board at the time of approval of annual budgets the names of faculty members who are on and will be on the ¾-time additional duty assignment.

FR 40. Staff Benefits. ADD the following immediately below the title of the chapter: Staff benefits may be subject to change by State or Federal law. Application in specific instances should be verified.

FR 47. Sec. 5.8. Mr. Heath wishes to change the first part of the third sentence to read, "The employee and his physician choose..." ADD at the end of the last sentence, "... and shall be reported annually to the President's Office and the Board of Regents, together with a list of physicians used and the totals paid to each."
FR 48. **ADD A SECTION 5.4**, which would require an annual report giving the names of all employees receiving Workmen's Compensation during the preceding year, and for each the number of separate incidents involving loss of time and the total working days lost.

FR 50. Sec. 2.3. **ADD at the end of the last sentence, "...in each instance."** Mr. Heath feels that each appearance by or on behalf of a candidate for public office should be approved by the Board under conditions which it deems advisable.

FR 53. Sec. 5.2. Mr. Heath suggests that the last sentence be changed to read, "Unless otherwise authorized by the Board, insurance policies shall be purchased on competitive bid basis."

FR 53. Sec. 5.4. This section should be conformed with two previous sections involving loss claims and settlements.

FR 55. Sec. 10.4 and 10.5. Mr. Heath suggests that language be incorporated in these two sections which would prevent administrative officials from splitting up property to be sold as to avoid the requirements of these two sections. Mr. Heath also suggests the addition of the requirement of at least one public advertisement of the sale.

FR 55. Sec. 11. Mr. Heath suggests that the approval required for such transfer of property be spelled out.

FR 59. Sec. 2. Mr. Heath suggests changing the period at the end of the sentence to a semicolon, and adding, "provided, however, that such items have been included in the approved institutional budget and funds are available."

FR 60. Sec. 3.2. Mr. Heath suggests that the provisions and regulations pertaining to new construction should be applicable to major repairs.

FR 61. Sec. 4.55. **ADD at the end of the sentence, "...with copies to the President and each member of the Board of Regents."**

FR 71. Sec. 3. Mr. Heath feels that the regulations for the management and operation of athletic departments should be expressly included in the rules or, at least, copies of such regulations as have been approved should be provided to the members of the Board of Regents.
GENERAL COMMENTS OR QUESTIONS BY MR. HEATH

1.) Mr. Heath raised the question as to the rule on approval of the use of textbooks written by the faculty.

Reference is made to p. 35, sec. 23, of Part I of the draft of the Rules and Regulations of the Board.

2.) Mr. Heath points out that the rules do not clearly define what contracts require approval by the Board and which do not, and suggests the wisdom of having any delegation specifically spelled out.

3.) Mr. Heath would like an explanation of the situation as to furniture bids. One company is advertising that it has received the contract for furniture in 21 instances, and it is Mr. Heath's understanding that this company was the sole bidder in several instances. Is there any possibility of collusion among bidders?

4.) Mr. Heath would prefer a change in the procedure for naming architects and engineers. He suggests that the recommendations of the administration be sent to the Board at the time other materials are sent or, at least, at some time prior to the time of the meeting.

5.) Mr. Heath would like to see the members of the Regents' Building Committee furnished with the tabulation of bids and administrative recommendations at least 10 days before the Board meeting. The time for opening of bids should be set to permit this procedure. It is Mr. Heath's opinion that the University provides too many alternates and that on occasions, the bidder awarded the contract is not the low base bidder but is the low bidder only by selection of a specific alternate or alternates.

6.) Mr. Heath suggests that the administrative procedure and Board procedure for determining what buildings are to be constructed and the source of funds to be used should be spelled out in detail.

LC:hj
December 17, 1959